



**REQUEST FOR PROPOSALS
RENT COMPARABILITY STUDIES
APPRAISAL REVIEW SERVICES**

DATE OF DELIVERY: March 30, 2009

TO: Selected Individuals and Firms

RE: Request for Proposals to Perform Appraisal Review Services for Rent Comparability Studies for Expiring, Renewing or Mid-term Rent Increase Requests of Section 8 Contract Rents **for Paid-Off Properties**

I. Services Sought by Authority:

MSHDA's Office of Asset Management seeks a firm to perform appraisal review services due to submission of Rent Comparability Studies submitted for expiring, renewing or mid-term rent increase requests of Section 8 Contract Rents.

A detailed description of the work is described in the Scope of Work, which is attached as Exhibit A to this Request for Proposals.

II. Required Qualifications:

MUST BE LICENSED IN MICHIGAN AS A CERTIFIED GENERAL REAL ESTATE APPRAISER TO PERFORM APPRAISAL SERVICES AND BE FAMILIAR WITH US DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT (HUD) REQUIREMENTS PER CHAPTER 9 OF SECTION 8 RENEWAL POLICY GUIDELINES AND APPLICABLE USPAP REQUIREMENTS.

A. The appraiser must:

1. Be a Certified General Appraiser, licensed and in good standing in Michigan. The license may be temporary or permanent.
2. Be currently active and regularly engaged in performing RCSs or appraisals of Multifamily housing.
3. Meet all the requirements of the Competency Provision in the Uniform Standards of Professional Appraisal Practice (USPAP) and have read all of HUD Chapter 9. (Attachment 1b contains the USPAP 2008 version of the Competency Rule. Additional or updated information on USPAP can be obtained at www.appraisalfoundation.org.)
4. Have no prospective or present financial interest in the Section 8 property, its ownership or management agent entity, or the principals of those entities.

5. Not be an employee of the Owner, the management agent, or the principals of those entities or have a business or close personal/family relationship with those parties that would commonly be perceived to create bias or a conflict-of-interest.
6. Not be debarred or suspended from doing business with the Federal Government and not be under a Limited Denial of Participation (LDP) imposed by the HUB or Program Center having jurisdiction over the Section 8 project.

B. The Appraiser must sign and take full responsibility for the report, but appraisal assistants may contribute to any of the tasks if: 1) they are employed by the same firm as the appraiser; and 2) the report identifies the roles the assistant appraiser performed.

The Authority will seek at least three proposals from individuals or firms that have, in the opinion of Office of Asset Management staff, the minimum qualifications necessary for performing services described in the Scope of Work. The minimum qualifications for firms and individuals submitting proposals are as follows:

Must be licensed to perform Appraisal Services in the State of Michigan and be familiar with HUD Requirements per Chapter 9 of the Section 8 Renewal Policy Guidelines.

III. Proposal:

A. Format of Proposal:

1. Address questions in the order listed under "Content of Proposal" below.
2. Limit proposal to 5 typed pages. (Double spaced)

Content of Proposal: Proposals must address the items /questions listed in the order presented below.

1. Using the format described below, please explain your experience, education (if applicable) and ability in connection with the following:
 - a. Adequacy of staff necessary to perform services
 - b. Appraisal licensure information
 - c. Familiarity/experience with HUD-Required Rent Comparability Studies
 - d. Knowledge of HUD Section 8 Renewal Policy Guidelines- Chapter 9
 - e. Ability to meet required timeframes established by MSHDA as indicated in the Scope of Work
 - f. Adherence to USPAP
2. Attach copies of resumes for personnel who would perform services if the bid is selected and a contract is signed.
3. Confirm and submit proposed fee. Proposed fee will be per Rent Comparability Study. The total annual fee that will be paid under the contract may not exceed \$24,999.

- C. Delivery of Proposal. Submit one (1) original and (3) copies of the proposal by the U.S. Mail or overnight mail to

Daphne Wells
Michigan State Housing Development Authority (MSHDA)
Office of Asset Management
735 E. Michigan Avenue
Lansing, MI 48913

- D. Deadline for Submitting Proposal: April 13, 2009

- E. No Liability for Costs Incurred. The Authority shall not be liable for any costs that a firm or individual may incur while preparing a proposal. The Authority shall not be liable for any costs that a firm or individual may incur prior to the complete execution of a contract. If the Authority enters into a contract, the Authority's consideration (payment) shall be limited to the terms of the contract.

IV. Communications with Authority Staff Prior to Selection of Proposal:

Any questions concerning the RFP may be submitted, in writing, via mail, email or fax, using the subject line "RFP for RCS" to the attention of:

Daphne Wells
Michigan State Housing Development Authority (MSHDA)
Office of Asset Management
735 East Michigan Ave.
Lansing, Michigan 48909
Email: wells2@michigan.gov
Fax: (517) 335-6050

MSHDA will answer appropriate questions during the proposal submission period (March 30 – April 13) (e.g., information not covered/answered in the RFP, interpretation issues, etc.) by sending an e-mail to all firms that have submitted proposals.

If, prior to the proposal deadline, the Authority deems it necessary to provide additional clarifying information, or to revise any part of the RFP, supplements or revisions will be provided to all recipients of the RFP who have indicated they will submit a proposal. Proposals will then be evaluated based on the terms and conditions of the RFP, any supplements or revisions to the RFP, and the answers to any written questions.

V. Selection of Proposal:

- A. Selection Criteria. The Authority's Office of Asset Management will select the proposal based on Selection Criteria listed below.

1.	Experience, education or certification	(35 Points)
2.	Required licensure	(15 Points)
3.	Communication skills, including clarity of proposal	(10 Points)
4.	Adequacy of staff necessary to perform services	(10 Points)
5.	Amount of time available to perform services	(10 Points)
6.	Reasonableness and Feasibility of Fee	(20 Points)
	Total Possible Points	100 Points

- B. Expected Deadline for Selecting Proposal. The Authority expects to confirm selection of the proposal by e-mail and/or First Class Mail by May 2009.
- C. Cancellation of Selected Proposal. The selection of a proposal by the Authority may be cancelled at any time prior to the complete execution of a contract. Reasons for canceling the selected proposal may include, but are not limited to, the following:
 - 1. Refusal of the Department of Civil Service to process required forms; and/or
 - 2. Refusal of duly authorized Authority signatory to execute the contract.

If the Authority cancels its selection of a proposal, the Authority may repost this or a similar RFP and re-seek proposals.

VI. Processing Required Forms & Contract Execution:

Following the selection of the proposal, the Office of Asset Management will submit required forms for processing to the Department of Civil Service. Upon the completion of processing by the Department of Civil Service, the Authority's Office of Asset Management will circulate for execution a contract to the firm or individual ("Selected Firm") that submitted the selected proposal. Upon receiving the contract duly signed by Selected Firm, the Office of Asset Management will submit the contract to a duly authorized Authority signatory for execution on behalf of the Authority.

The firm or individual that submits the selected proposal must execute a contract acceptable to the Director of Legal Affairs. For purposes of illustration only, a form of the contract that has been used to provide similar services is attached.

VII. Michigan Freedom of Information Act:

Documents submitted to the Authority shall be subject to the Michigan Freedom of Information Act ("FOIA"). In the event a request for submitted documents is made to the Authority, the Authority's FOIA Coordinator will redact or withhold information and/or documents that are exempt from disclosure under FOIA. See *MCL 15.243*. Please note that any requests by non-MSHDA personnel to review proposals will be denied until the deadline for submission of the bids has expired. See *MCL 15.243(1)(i)*.